

**STATE OF NEVADA
BOARD OF EXAMINERS
FOR
LONG TERM CARE ADMINISTRATORS**

QUARTERLY BOARD MEETING

9:30 A.M.

THURSDAY, MAY 25, 2006

DESERT ARIAL PROPERTIES

4600 KIETZKE LANE

ROOM B111

RENO, NV 89502

775-825-5311

MINUTES

(DRAFT)

1. MARGARET MCCONNELL, CHAIRPERSON CALLED THE MEETING TO ORDER AT 9:31 A.M.
2. TERRY PEDROTTI, EXECUTIVE SECRETARY CALLED THE ROLL – A QUORUM WAS PRESENT:

BOARD MEMBERS:

MARGARET MCCONNELL
DONNA ROSE
TERRY CLODT
CAROL SALA, EXCUSED

MARY ELLEN WILKINSON
ARNOLD H. GREENHOUSE, M. D.
DOUGLAS SINCLAIR, EXCUSED

STAFF:

DIANNA HEGEDUIS, CHIEF DEPUTY ATTORNEY GENERAL TERRY PEDROTTI, EXECUTIVE SECRETARY

GUESTS:

DEBBIE BAGNATO, BLC CARSON CITY
PATTI SWAGER, NGEC

- 3.** SECRETARY/TREASURER, DONNA ROSE:

A. MINUTES OF THE PREVIOUS BOARD MEETING HELD ON FEBRUARY 9, 2006 WERE PREVIOUSLY DISTRIBUTED. MS. ROSE REQUESTED ANY ADDITIONS, CORRECTIONS OR DELETIONS. THERE WAS A CHANGE – THE LOCATION OF DELMAR GARDENS REFERRED TO IS NOT LAS VEGAS, BUT HENDERSON, NEVADA. NO OTHER CHANGES WERE REQUESTED. MS. ROSE REQUESTED A MOTION. ARNOLD GREENHOUSE MOVED TO ACCEPT THE MINUTES WITH THE CHANGE NOTED. TERRY CLODT SECONDED THE MOTION, AND THE MOTION WAS CARRIED.

MS. ROSE PRESENTED THE FINANCIAL REPORTS:

- B. NET WORTH REPORT AS OF APRIL 30, 2006;
- C. SECOND & THIRD QUARTER REPORTS;
- D. FINANCIAL COMPARISON REPORT;

AND REQUESTED A MOTION. ARNOLD GREENHOUSE MOVED TO APPROVE THE REPORTS AS PRESENTED. MARY ELLEN WILKINSON SECONDED THE MOTION. A SHORT DISCUSSION FOLLOWED IN WHICH THE HISTORICAL BIENNIAL INCREASE IN INCOME WAS NOTED. THE MOTION WAS CARRIED.

4. TERRY PEDROTTI EXPLAINED THE QUARTERLY LICENSEE ACTIVITY REPORT THAT SHOWED THE HISTORICAL BIENNIAL INCREASE IN RENEWALS DURING JANUARY AND FEBRUARY. MS. PEDROTTI ALSO EXPLAINED THAT AN INCREASE IN NURSING FACILITY ADMINISTRATOR APPLICATIONS IS CONSTANT WHILE THE RESIDENTIAL FACILITY ADMINISTRATOR APPLICATIONS HAVE LESSENED. MS. ROSE EXPLAINED THAT MOST OF THE APPLICANTS WHO ARE REQUESTING RECIPROCITY ARE REQUESTING LICENSES IN MANY STATES TO BE AVAILABLE FOR PLACEMENT BY THE ORGANIZATIONS BY WHOM THEY ARE EMPLOYED.

DONNA ROSE ASKED IF THERE IS SOME WAY THAT THE APPLICATIONS COULD BE COMPLETED ON A COMPUTER BECAUSE THEY ARE SO DIFFICULT FOR HER REVIEW WHEN HANDWRITING IS USED TO COMPLETE THE APPLICATION. IT WAS SUGGESTED THAT THE USE OF A COMPUTERIZED VERSION COULD BE IMPLEMENTED. MARY ELLEN WILKINSON INDICATED SHE WOULD RESEARCH THE SUBJECT AND BRING THE RESULTS BACK TO THE BOARD FOR THE NEXT MEETING. TERRY PEDROTTI WAS ASKED TO FURNISH A COPY OF THE LICENSE APPLICATION FORM TO MS. WILKINSON FOR HER USE.

A SUGGESTION WAS ALSO MADE TO CONSIDER ON-LINE APPLICATIONS WITH CREDIT CARD CAPABILITIES AT A FUTURE DATE. TERRY PEDROTTI WAS ASKED TO RESEARCH THE SUBJECT WITHIN THE COMING YEAR.

5.** ADMINISTRATOR LICENSES ISSUED – *FINAL BOARD APPROVAL REQUIRED*

A. NFA LICENSES:

1. CARRIER, ELEANOR
2. CRAIN, ROBERT W.
3. DAVEY, MERLIN
4. EBLING, EDWARD J.
5. JOSEPH, DONALD E.
6. LARSON, MOLLY A.
7. MIX-ABOUDIAN, SUSAN
8. ORTEZ, LAUREL C.
9. PIKE, RYAN R. (Resubmission Incorrect name printed at last board meeting)
10. TAGGART, DOUGLAS

ALL OF THE APPLICANTS MET THE REQUIREMENTS. MARGARET MCCONNELL REQUESTED A MOTION. TERRY CLODT MOVED TO GRANT LICENSES TO THE APPLICANTS. ARNOLD GREENHOUSE SECONDED THE MOTION. THE MOTION WAS CARRIED.

B. RFA LICENSES:

1. BEAS, MARIE LEONORA
2. ENGEL, MARGARET S.
3. GRESH, MAUREEN P.
4. HUBBARD, LYNETTE
5. HUMPHREY, JESSICA A.
6. KNAPP, MELINDA
7. MIRANDO, CHRISTOPHER
8. PIERCE, BONNIE C.
9. SALVATO, PATRICIA L.
10. SHAFER, ARNOLD J.

ALL APPLICANTS MET THE REQUIREMENTS. A MOTION WAS REQUESTED. TERRY CLODT MOVED TO GRANT LICENSES TO THE APPLICANTS. MARY ELLEN WILKINSON SECONDED THE MOTION. THE MOTION WAS CARRIED.

C. INACTIVE REQUESTS:

1. ANATIHAN, DESIREE J., RFA
2. AQUINO, MARY A., RFA
3. BOYAR, PAUL M., RFA
4. CROTTY, MARY B., RFA
5. JOHNSTON, D. MICHELE, NFA
6. KNORR, WENDY, RFA
7. LEWIS, BELLE, RFA
8. WILLIAMS, WILLIS J., RFA

THE LICENSEES REQUESTING INACTIVE STATUS MET THE REQUIREMENTS. MS. MCCONNELL REQUESTED A MOTION. TERRY CLODT MOVED TO ACCEPT THE REQUESTS FOR INACTIVE STATUS. ARNOLD GREENHOUSE SECONDED THE MOTION. THE MOTION WAS CARRIED.

6.** A. PATTI SWAGER OF NGEAC, PRESENTED THE BUDGET PROPOSAL SHE PREPARED FOR THE PRELICENSURE ADMINISTRATOR -IN-TRAINING OF RESIDENTIAL CARE/ASSISTED LIVING ADMINISTRATORS. MS. SWAGER EXPLAINED THE COMMITTEE FOR TRAINING REQUIREMENTS FOR ASSISTED LIVING FACILITIES' GOAL IS TO BRING THE TRAINING OF PROSPECTIVE RC/AL ADMINISTRATORS TO A HIGHER LEVEL. A SURVEY WAS MAILED TO ALL ASSISTED LIVING ADMINISTRATORS IN NEVADA TO DETERMINE THE INTEREST IN BECOMING MENTORS/TRAINERS IN THE DIFFERENT DOMAINS OF PRACTICE. THE POSITIVE RESPONSE PROMPTED THE PROPOSAL FOR THE BUDGET PREPARED BY MS. SWAGER.

MARGARET MCCONNELL RAISED THE QUESTION OF A PERCENTAGE FOR "INDIRECT COSTS" PAYABLE TO THE UNIVERSITY, IN ADDITION TO THE COSTS TO THE BOARD FOR THE PROGRAM, STATING THAT BOARDS CAN SET THE PERCENTAGE THAT THEY PAY. IN THIS CASE THE BUDGET PROPOSAL INDICATED A 29% THAT IS THE STANDARD RATE SET BY THE UNIVERSITY. MS. SWAGER EXPLAINED THAT THOSE CHARGES ARE FOR BASIC COSTS OF THE UNIVERSITY AND THE ADMINISTRATOR-IN-TRAINING PROPOSAL.

MS. SWAGER WENT ON TO EXPLAIN THAT THE INITIAL PROPOSAL COVERS PHASE I, THE THREE (3) STEPS OF THE "TRAIN-THE-TRAINER" PORTION: THE FIRST STEP IS A ONE-ON-ONE REVIEW OF THE EXPECTATIONS OF THE TRAINING; THE SECOND WOULD BE THE HIGHLIGHTED REGULATIONS OF BLC AND DAS; THE THIRD PORTION WOULD BE THE PARTNERING OF THE NEW APPLICANT WITH A CURRENT ADMINISTRATOR TO ADDRESS THE FIVE DOMAINS OF PRACTICE.

PHASE II OF THE PROGRAM WOULD BE: TO DEVELOP AND OFFER DIDACTIC/CLASSROOM SESSIONS FOR THE ADMINISTRATOR-IN-TRAINING (AIT) PROGRAM;. PHASE III TO DEVELOP AND OFFER THE MENTOR SESSIONS FOR THE ADMINISTRATOR-IN-TRAINING PROGRAM, AND, ULTIMATELY, TO ALL EXISTING ASSISTED LIVING ADMINISTRATORS.

MS. SWAGER EXPLAINED THAT THE COSTS AS SHOWN ON THE PROPOSED BUDGET COULD VARY EITHER UP OR DOWN, AND IT IS A VERY PRELIMINARY EFFORT TO ARRIVE AT THE FIGURES PRESENTED. THE QUESTION WAS RAISED AS TO HOW THE BOARD WOULD MEET THE COSTS OF THE PROGRAM. A SUGGESTION WAS MADE THAT SINCE DAS AND BLC WOULD BE DIRECTLY INVOLVED AND BENEFIT FROM THE INCREASED TRAINING REQUIREMENTS, THEY COULD BE WILLING TO PARTNER WITH THE BOARD TO UNDER-WRITE SOME OF THE INCURRED COSTS OF IMPLEMENTING THE PROGRAM. ADDITIONALLY, THE TRAINING FEES CHARGED TO APPLICANTS WOULD BE RAISED. THE COSTS, AS PRESENTED WOULD BE FOR ONE YEAR ONLY AND WOULD NEED TO BE FINANCIALLY MAINTAINED ANNUALLY, BASED ON ITS SUCCESS.

IN SUMMARY, MARGARET MCCONNELL STATED THAT THERE ARE SEVERAL ISSUES TO BE RESOLVED PRIOR TO GOING FORWARD:

(1) CONTACT THE BLC AND DAS TO SEEK THEIR HELP IN UNDERWRITING THE COSTS OF THE PROGRAM; (2) DETERMINE THE PERCENTAGE OF INDIRECT COSTS; AND (3) REWORKING THE BUDGET PROPOSAL BY PATTI SWAGER. MS. MCCONNELL ALSO STATED THAT ATTEMPTING TO IMPLEMENT THE PROGRAM IN THE FALL OF 2006 WOULD NOT BE POSSIBLE UNTIL THE BUDGET ISSUES ARE RESOLVED.

REGARDING THE PERCENTAGE FOR "INDIRECT COSTS" REQUESTED BY THE STATE UNIVERSITY, DIANNA HEGEDUIS, CHIEF DEPUTY ATTORNEY GENERAL, STATED THAT HER RESEARCH TO DATE, BUT CONTINUING, HAD NOT FOUND ANY REFERENCE TO A PROCEDURE OR STATUTE FOR SETTING THE PERCENTAGE. A DISCUSSION FOLLOWED IN WHICH SEVERAL OPTIONS WERE CONSIDERED. MARY ELLEN WILKINSON MOVED THAT WITH THE CAVEAT OF HAVING TO SUPPORT A REGULATION THAT MIGHT EXIST, THE BOARD SHOULD SET ITS "INDIRECT COSTS" PERCENTAGE AT 3%. THE MOTION WAS SECONDED BY TERRY CLODT. A DISCUSSION FOLLOWED. THE MOTION WAS CARRIED.

B. BLC BACKGROUND CHECK PROGRAM:

TERRY PEDROTTI STATED THAT BLC HAS IMPLEMENTED THE PROGRAM IN SEVERAL FACILITIES AND WHILE THE PROGRAM IS EXCELLENT, THE DEPARTMENT OF RECORDS AND IDENTIFICATION IS SO FAR BEHIND, THEY ARE NOT ABLE TO RETURN REPORTS FOR AT LEAST 56 DAYS. IN THE MEANTIME, FBI REPORTS ARE BEING RETURNED BEFORE THOSE FROM NHP. DEBBIE BAGNATO OF BLC, CLARIFIED THAT THOSE FACILITIES, WHO HAVE RECEIVED AWARDS AND HAVE THE ELECTRONIC EQUIPMENT INSTALLED ARE ABLE TO TRANSMIT THE FINGERPRINTS, BUT ARE STILL HAVING TO WAIT FOR THE RESULTS. ALSO, THERE WILL BE NO OTHER CONNECTIONS OF THE ELECTRONIC EQUIPMENT UNTIL FALL.

C. ARCHIVES OF RECORDS:

MARY ELLEN WILKINSON EXPLAINED THAT THERE HAS BEEN NO PROGRESS ON THE SUBJECT, BUT SHE WILL CREATE A DISC OF SOMETHING RELATIVE, SUCH AS THE MINUTES OF A BOARD MEETING, AND PROGRESS FROM THAT POINT TO EVENTUALLY PLACING IMPORTANT FILES ON COMPUTER DISCS THAT WILL BE ACCEPTED BY THE RECORDS RETENTION DIVISION OF THE STATE ARCHIVES FOR STORAGE FOR THE REQUIRED PERIODS. TERRY PEDROTTI WAS ASKED TO PROVIDE DIANNA HEGEDUIS WITH THE BOARD'S FILE ON "DISPOSITION OF RECORDS" TO DETERMINE THE LENGTH OF TIME FOR RETENTION OF PAPER RECORDS IN THE OFFICE.

7.** A. BDR REQUEST:

DIANNA HEGEDUIS PRESENTED THE VERSION OF THE BDR REQUEST THAT WAS SUBMITTED TO THE LEGISLATIVE DIVISION AND EXPLAINED THE CHANGES. DONNA ROSE QUESTIONED THE DIFFERENCE BETWEEN "SUSPENDED" AND "EXPIRED". THE DECISION WAS MADE TO CHANGE THE WORD "SUSPENDED" TO "EXPIRED".

B. CONSIDERATION OF CREATING A STATE EXAM TO INCLUDE QUESTIONS REGARDING ADMINISTRATIVE AND FACILITY REGULATIONS:

MARGARET MCCONNELL STATED THAT AT A FUTURE DATE, THE BOARD MIGHT WISH TO CONSIDER A STATE EXAMINATION FOR APPLICANTS OF NURSING FACILITY AND RC/AL FACILITY ADMINISTRATORS ADDRESSING THE RULES AND REGULATIONS OF THIS BOARD AND THOSE OF BLC CONCERNING THE ADMINISTRATION OF FACILITIES IN NEVADA. AT PRESENT NEVADA DOES NOT HAVE SUCH A TEST. THIS SUBJECT WILL BE PURSUED AT AN UNDETERMINED BOARD MEETING.

C. INTER-AGENCY COMPLAINT REFERRALS:

A COPY OF THE AGREEMENT FOR INTER-AGENCY COMPLAINT REFERRALS WAS DISTRIBUTED TO THE BOARD MEMBERS FOR INFORMATION. THE AGREEMENT WAS FINALIZED JUNE 9, 2002 AND WAS RENEWED AND BECAME EFFECTIVE MARCH 21, 2006, EXPIRING MARCH 20, 2009.

8.** DIANNA HEGEDUIS, CHIEF DEPUTY ATTORNEY GENERAL, STATED THAT DELFINA SAMBAS, FORMER RESIDENTIAL FACILITY ADMINISTRATOR WHOSE LICENSE EXPIRED ON FEBRUARY 28, 2006, IS STILL UNDERGOING CRIMINAL PROCEEDINGS, AND HAS NOT REAPPLIED FOR LICENSURE TO DATE. THEREFORE, THIS BOARD NO LONGER HAS ANY JURISDICTION ON THAT ISSUE.

9. PUBLIC COMMENTS - THERE WERE NO PUBLIC COMMENTS.

10. CORRESPONDENCE CONSISTED OF A COPY OF THE PROPOSED ADDITIONS TO THE REGULATIONS BY THE HEALTH INTEGRITY DATA BANK ALLOWING MEMBERS ACCESS TO INFORMATION ONLINE FROM THE DATA BANK.

11.** THE BOARD MEMBERS WERE ASKED TO CONSULT THEIR CALENDARS FOR THE NEXT QUARTERLY BOARD MEETING IN AUGUST. AUGUST 17 WAS AGREED UPON. THE MEETING WILL BE HELD IN RENO AT 9:30 A.M. LOCATION WILL BE DETERMINED WHEN TERRY PEDROTTI HAS CONFIRMED IT.

12.** NO FURTHER BUSINESS WAS ON THE AGENDA. ARNOLD GREENHOUSE MOVED TO ADJOURN THE MEETING. TERRY CLODT SECONDED THE MOTION AND IT WAS CARRIED

RESPECTFULLY SUBMITTED:

TERRY PEDROTTI, EXECUTIVE SECRETARY

ATTESTED:

DONNA ROSE, SECRETARY/TREASURER